



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 1/18/74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JAN 21 1974 74-27 JAN 28 1974	
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning and Programming Office of Public Transportation and Research Decatur, Georgia		
4. Person to Contact Bill Fish		5. Working Title Chief Public Transp.	
		6. Tel. No. 656-6000	
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.</div><div><input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.</div></div>			
8. Earliest & Latest Dates of Series 1972 - To Date		9. Exact Series Title Airport System Planning File	
10. What is the function of the office in which this record series is created The Division of Planning and Programming is responsible for the development of long and short range transportation plans, project scheduling, research and development programs, drafting and revising maps of cities, counties, and the State, the collection of statistical data, and the compilation of traffic survey data. This includes highway systems, aviation and airport systems development, and mass transit.			
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): <div style="text-align: center; padding: 20px;">See Attachment #2</div>			
ATTACH SAMPLES OF THE FILE			
12. EQUIPMENT OCCUPIED		ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers	No. of Drawers	Ca. Ft. of Records	No. of Drawers Ca. Ft. of Records
Legal-size File Drawers	1	2	1/2 1
			In Office(s) In Storage Area(s)
			7
			This Year's Last Year's Preceding Year's All Prior Year's
			20 20 -- --
AVERAGE DAILY REFERENCES			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

See Attachment #1

- | | YES | NO |
|--|---|--|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 18. Could the function be performed if the files were lost or destroyed? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 22. Has the Federal Government issued instructions governing retention/disposition of these files? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |

24. REQUIREMENTS. The following requires the files to be kept 25 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [XX] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
 - ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☐ [] Other then::

- ☐ [] Hold in the current files area month(s)/ year(s):
☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
☐ [] Destroy.
☐ [] Transfer to State Archives for permanent retention.
☐ [] Destroy immediately after cut-off.
☐ [] Other: (Specify)

See Attachment #2

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

26. Recommendations in Paragraph 25 are:		Records Management Officer		Date
	<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	Head of Agency/Designee		Date
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Department of Audits/Designee		Date
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Secretary of State/Designee		Date
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Department of Law/Designee		Date

Attachment #1

Airport System Planning File
Explanation of Yes Answers to Questions 14-23

15. The technical and engineering data (maps, proposals, etc.) are published in the project report(s).
22. The Airport and Airway Development Act of 1970 provides that project files shall be retained 3 years after the final grant payment and final audit (FAA Advisory Circular 150/5100-10).
23. Completed project files are used for statistical and reference purposes in maintaining existing airport systems and planning for future systems.

Airport System Planning File

Description

Airport System Planning File -
Documents relating to the development of area wide airport system plans. An area wide system encompasses a specified geographic area and includes a number of airports. Included are technical reports (specifications, maps, proposals, etc.) and related engineering data and papers. File is arranged alphabetically by geographic area.

Airport System Planning Correspondence File - Document relating to the development of area wide airport system plans. Included are correspondence, contracts, news releases, proposals and maps. File is arranged by geographic area.

Disposition

Cut off file upon completion of project; place file in inactive file; cut off inactive file at end of calendar year; hold in current files area 2 years; retire to Archives.

Cut off file upon completion of project; place file in inactive file; cut off inactive file at end of calendar year; hold in current files area 2 years; transfer to Record Center; hold 23 years; then destroy.